

JOB ROLE STATEMENT

BUSINESS SERVICES OFFICER LEVEL 2

DIRECTORATE CENTRAL AND NORTHERN REGIONS
BRANCH KIMBERLEY POSITION NO VARIOUS

KEY RESPONSIBILITIES

Provide business, administrative and records support including clerical and reception services to the Region.

KEY DELIVERIES

Business and Administrative Services

- Maintain register and report on all staff leave requirements.
- Input wages and salary remuneration data from spreadsheets on a fortnightly basis.
- Arrange for maintenance of office equipment.
- Arrange diaries, venues travel and equipment.
- Prepare minutes of meetings.
- Provide switchboard and reception services.
- Arrange for purchases and supply of equipment.
- Assist with IT and telecommunication issues.

Financial Management

- Request 'Purchase Orders' for goods and services from Supply and Transport Branch.
- Process and maintain timely payment of accounts and receipt of revenue in accordance with the Financial Management Act (FMA) and Main Roads policies, procedures and standards.
- Undertake financial processing and data entry such as the Regional Corporate Credit Cards.
- Maintain regional fixed asset system.
- Maintain accurate and up to date financial and accounting records in accordance with the FMA and Main Roads policies and standards, including maintenance of the Financial Management System.

Records Management

- Provide records management services to the Region.
- Assist in the development and implementation of record keeping procedures and process guidelines through collaboration with the Information Management Branch, Don Aitken Centre (DAC).
- Distribute all incoming and outgoing correspondence.
- Maintain records in the Tower Records Information Management (TRIM) System , including:
 - audit standards, uniformity and system security
 - extract reports to enable timely reminders and responses to correspondence, including KPI reporting
- Distribute and circulate files, ensuring location records are maintained in TRIM.
- Create and maintain new electronic and hard copy files as required.
- Classify and index correspondence in accordance with Main Roads' Records Keeping Plan.
- Conduct searches of archives and record retrieval for legal, freedom of information and ministerial matters.
- Maintain records archive system in accordance with Retention and Disposal Schedules and General Disposal Authorities.
- Undertake the archiving and disposal of records as per the State Records Legislation and Main Roads retention and disposal program.
- Perform records management tasks in accordance with the Central Records Branch practices.
- Provide efficient library services and maintain library register.
- Assist the Corporate Librarian with clerical support.

Stakeholder Relationships and Customer Service

- Provide support to the Region staff in searching for information in TRIM, and assist in the use of the system.

SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by the Main Roads' Safety, Health and Wellbeing (SHW) Management System - refer to "SHW Roles and Responsibilities Procedure" on 'iRoads' intranet.

LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development.

REPORTING RELATIONSHIPS

This position reports to:

(A) TITLE AND LEVEL	LEVEL 5	POSITION NO
BUSINESS MANAGER		P0053715

BUSINESS SERVICES OFFICER LEVEL 2

POSITIONS UNDER DIRECT SUPERVISION

ALL POSITIONS UNDER CONTROL

List the position numbers, titles and levels of positions directly supervised

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
		Salaried, Wages	

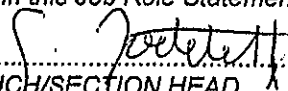
TOTAL

SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE

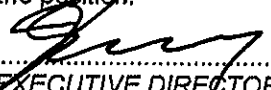
- A Certificate of Lower Secondary Studies at Year 10 or an approved equivalent.
- Skill, knowledge and experience in:
 - provision of business, administration and clerical support
 - financial management and reporting principles, practices and systems
 - interpersonal communication and teamwork
 - work organisation with the ability to meet work schedules and deadlines
 - use of PCs, including Microsoft Office applications such as: Word, Excel, Outlook, etc
- Knowledge of:
 - records management practices and the use of computerised records management systems
 - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity

CERTIFICATION


1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 4-03-2021
 BRANCH/SECTION HEAD

2. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

SIGNATURE  DATE 8/3/2021
 EXECUTIVE DIRECTOR

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 8/3/21
 MANAGER HR BUSINESS